

COLORADO SPRINGS EDUCATION ASSOCIATION BYLAWS
SEPTEMBER 2007

SECTION I. ASSOCIATION MEMBERSHIP

- A. MEMBERSHIP: The Association shall not deny membership to individuals on the basis of creed, race, national origin, sex, sexual orientation, physical disability, political or Association activities, age, marital status, or family relationship.
- B. ACTIVE MEMBERSHIP: Membership shall be open to any person who is classified as a classroom teacher as defined in the Master Agreement or who is in another licensed position and shall include those who have signed a membership card. This shall include, but not be limited to, nurses, counselors, psychologists, media specialists, social workers, transitional retirees, and building level administrators, who are engaged in or on a limited leave of absence from professional education work or who are serving as an executive officer of the Association.
- C. DUES EQUIVALENCY MEMBERSHIP: Members in this category shall be any persons paying membership dues but who have not signed membership cards and have not signed the approved form within the accepted timeline stating that they do not wish to have dues withheld.
- D. RETIRED MEMBERSHIP: Membership may be open to any retired member who has held membership in the United Education Profession (UEP). In the event that a CSEA retirement group is chartered, references to CSEA Retired Membership in these Bylaws is removed.

SECTION II. DUES

- A. ACTIVE MEMBER DUES: In addition to CEA and NEA dues, CSEA annual dues shall be .0084 times the Base Salary in effect September 1 of each year. The CSEA dues formula can be changed by a majority vote of the membership.
- B. DUES EQUIVALENCY: Dues for the Dues Equivalency Members shall be the same as for the Active Members.
- C. RETIRED MEMBER DUES: Retired member dues shall be 10 percent (10%) of the Active Member CSEA annual dues, in addition to CEA and NEA Retired Member dues. Members shall be billed annually.
- D. EVERY MEMBER OPTION DUES: CSEA Every Member Option dues (CSEA-EMO) shall be charged to each dues payer at the rate of .00013 times the Base Salary in effect September 1 of each year. Once approved, this formula can be changed only by a majority vote of the membership. Those who do not wish to participate in the CSEA-EMO deduction plan shall annually request and receive a refund of the CSEA-EMO portion of their dues. The deadline for this annual request shall be September 10 of each school year in question and the refund shall be processed no later than November 1 of each year.

The funds collected through the CSEA-EMO plan shall be placed in separate registered political action committee accounts and shall be used solely for non-partisan candidate and issue campaigns (i.e., funds will be spent only on local school board candidate races, bond/mill levy campaigns and other similar education-related issue campaigns, not to support political parties or a candidate running in affiliation with a political party).

- F. TRANSMITTAL OF DUES: The Association shall enter into contracts with the Colorado Education Association governing the transmittal of state and national affiliate dues.

SECTION III. RIGHTS AND RESPONSIBILITIES OF MEMBERS

- A. RIGHT TO VOTE: The right to vote and hold elective office or appointed position shall be limited to

those holding active membership.

B. CONTINUING MEMBERSHIP: Membership shall be continuous unless terminated for cause according to procedures established by the Board of Directors.

C. DUE PROCESS:

1. Any application for membership shall be subject to review and/or rejection by the Board of Directors. The reasons for rejection must be consistent with the objectives and purposes of the Association. A decision to reject membership application is subject to approval by the Association Representative Council.

2. Members who fail to adhere to any of the conditions of membership or for any good cause shall be subject to censure, suspension, or expulsion by the Board of Directors after a due process hearing.

a. The President or any member of the Board of Directors shall present to the Board of Directors all such motions to expel, suspend, or reinstate any member of the Association whereupon the motion shall be immediately tabled until such time as proper and timely notice has been served upon the member, fair opportunity for a hearing has been offered by the Board, and a formal investigation has been held by the member's colleagues seated as the Association Rights Activities Committee, consisting of five members agreed upon by the member and the CSEA President.

b. Any suspension or expulsion by the Board of Directors may be appealed to the Association Representative Council, and when so determined by the Council, the decision of the Board of Directors shall be upheld or overturned by majority vote.

D. DUES EQUIVALENCY members shall have all rights and responsibilities of other members except the rights to vote and/or hold office. Dues Equivalency Members may become Active Members by signing a Membership card.

E. RETIRED MEMBERS shall have all the rights and responsibilities of Active Members except the right to hold office. In the event that a CSEA retirement group is chartered, references to CSEA Retired Membership in these Bylaws is removed.

SECTION IV. MEETINGS OF THE ASSOCIATION

A. ANNUAL MEETING: The Annual Meeting of the Association shall be held in conjunction with the April Association Representative Council meeting for the purpose of voting upon such matters as may be brought before the membership.

1. The meeting shall be held at a place and on a date considered to be convenient to the membership.

2. A notice of the meeting shall be published at least fourteen (14) calendar days prior to the meeting.

3. The Annual Meeting shall be open to all members of the Association.

4. The agenda may include ratification of the Master Agreement, proposed amendments to the Articles of Incorporation and/or such other matters of business which are pertinent to the Association.

5. Members present shall constitute a quorum.

B. SPECIAL MEETINGS: Special meetings of the membership may be called by the Board of Directors or by a written petition of ten percent (10%) of the membership or by majority vote of the Association Representative Council. Advance notice for such a meeting will be given to the membership. The members present shall constitute a quorum.

SECTION V. ASSOCIATION REPRESENTATIVE COUNCIL

- A. **QUALIFICATIONS OF REPRESENTATIVES:** Any active member in good standing may be elected to the Association Representative Council.
- B. **ALLOCATION OF REPRESENTATIVES:** Each school shall be represented by at least one elected Representative. Schools with more than twenty-five (25) members may select an additional representative for each additional twenty-five (25) members or major fraction thereof.
- C. **ELECTIONS OF REPRESENTATIVES:** It shall be the responsibility of the members in each school to conduct the election of representative(s). This election shall be conducted within the guidelines established by the Association. Election shall constitute a minimum of one academic year's representation. No Association Representative may be appointed by an administrator. If no representative is elected, the President may appoint a representative.
- D. **RECALL OF REPRESENTATIVES:** The members of a school may recall its own Representative(s) by a majority vote of its constituency. Recall election will be supervised by the respective Region Director.
- E. **RULES:** The Association Representative Council shall be empowered to make just and necessary rules for the conduct of its own business and the seating of representatives. By majority vote, the Council shall refer major questions to the membership.

SECTION VI. BOARD OF DIRECTORS

- A. **POWERS:** The Board of Directors shall have and exercise all powers set forth in the Articles of Incorporation and as otherwise conferred by law. It shall be the policy recommending body of the Association. It may establish no policy inconsistent with the position or direction of the Association Representative Council. It shall annually establish norms for the operation of the Board of Directors.
- B. **COMPOSITION:** The Board of Directors shall be members of CSEA and have no reason for rejection (Section III.C.1.) The Board of Directors shall be composed of the President, Vice-President, Secretary, Treasurer, four Grade Division Directors, and one Region Director from each of the five regions. Any CSEA member who is currently serving on the CEA or NEA Board will be a voting member. The UniServ Director shall be a non-voting, ex-officio member.
- C. **TERM:**
1. The President and Vice-President shall serve for three years beginning July 1 following their election. The President cannot be elected to consecutive terms in office. The Vice-President cannot be elected to more than two consecutive terms in office.
 2. All other members of the Board of Directors shall serve for two years beginning July 1 following their election. These members cannot be elected to more than three consecutive terms in the same office.
- D. **EXECUTIVE OFFICERS:** President, Vice-President, Secretary, and Treasurer.
1. Election of Executive Officers shall be by open nomination, secret and written ballot, and majority of the active members voting.
- E. **GRADE DIVISION DIRECTORS:** There shall be one director from each of the following: Primary Division (Early Childhood Grade-2), Intermediate Division (3-5), Middle School Division (6-8), and Senior High Division (9-12).
1. Open nominations shall be provided and nominees must be a member of the appropriate Grade Division.

2. Balloting shall be secret and written and election shall be by a majority of the active members voting.
3. Grade Division Directors shall act in behalf of the membership of their Grade Division by
 - a. Serving as liaisons between the members of their Grade Divisions and the Board of Directors.
 - b. Providing opportunities for communications within their Grade Division.
 - c. Representing the membership of their Grade Division by speaking and voting at Board of Directors meetings.

F. REGION DIRECTORS: There will be one director from each region (Coronado, Doherty, Mitchell, Palmer and Wasson.)

1. Balloting shall be secret and written and election shall be by a majority of the active members voting.
2. A nominee for Region Director must be assigned to a school in the region he/she wishes to represent.
3. Region Directors shall act in behalf of the membership of their region by
 - a. Serving as liaisons between the members of their regions and the Board of Directors.
 - b. Providing opportunities for communications within their regions.
 - c. Representing the membership of their region by speaking and voting at Board of Directors meetings.

G. VACANCIES:

1. In the event of any vacancy, (except the Presidency) on the Board of Directors, the remaining members of the Board may, at a meeting called for that purpose, within ten (10) days make an interim appointment to fill such vacancy. Interim appointments shall be valid until the next general election for the duration of the term. If vacancies of President and Vice President occur simultaneously, a special election shall be called by the Board of Directors within two (2) days of the vacancy. Successors shall serve the remainder of the terms.

2. In the event of a vacancy in the office of the Presidency, where the Vice-President is unable to succeed, the remaining members of the Board of Directors may make a temporary appointment which shall remain in effect until the membership elects a successor to the office. Special elections for the office of President shall be held as soon as possible after the office has been declared vacant.

3. In the event of excessive absence, ineligibility, disability, or for other just cause, a Director fails to perform the duties of his/her office, the Board of Directors shall declare the office vacant by a majority vote and direct the vacancy filled as follows:

a. In the event a Director's office is declared vacant, the affected membership shall elect a Director within 60 days of the vacancy according to regular election rules.

b. If the term is within four (4) months of expiration, the Board shall select by majority vote a qualified member of the Association to fill the office until the end of the term.

H. RECALL: Members of the Board of Directors may be recalled for misfeasance, malfeasance, or nonfeasance in office.

1. Recall proceedings against a Director may be initiated by written petition submitted to the Board of Directors by at least fifteen (15) percent of the affected membership

2. In any action taken under the provision of this procedure, no Director shall be denied the right to state his/her position in person or in writing to the affected membership.

3. A recall election shall be held within twenty (20) working days upon receipt and certification by the Board of Directors of a petition requesting recall. A recall election supervisor who is a CSEA member will be appointed by the Executive Committee.

4. Any Director may be summarily removed from office by a majority vote of the affected membership voting.

I. EXECUTIVE COMMITTEE: the Executive Committee shall be composed of the executive officers, the CEA Director, and if applicable, the NEA Director. The Executive Committee shall meet as needed, or in emergency, with the UniServ Director in order to be current on association business and to make recommendations to the Board of Directors.

1. THE PRESIDENT SHALL:

a. Be the Chief Executive Officer (CEO) of the corporation and its policy leader.

b. Represent the corporation as spokesperson on matters of policy or assign, at the President's discretion, responsibilities for such representation.

c. Prepare the agenda for the Board of Directors, Association Representative Council, and the program for the Annual Meeting of the Corporation.

d. Appoint all chairpersons and members of committees and commissions with the advice and consent of the Board of Directors.

e. Serve as ex-officio member on all committees and commissions.

f. Chair the budget committee.

g. Review Association policy and recommend priorities to be considered by appropriate policy making bodies.

h. Meet regularly with the other officers of the Association and with the UniServ Director.

i. Delegate duties to the officers, and through the UniServ Director, to the staff of the Association.

j. Preside at Board of Directors, General Membership, Executive Committee, and Association Representative Council (AR) meetings.

k. Perform the duties customarily assumed by the chief executive officer of a corporation as stipulated in the Documents of Authority.

l. Call special meetings when requested by at least one half of the membership of the Board of Directors or as requested by the Executive Committee.

- m. Provide internal and external public relations and communications for the Association.
- n. Plan, register, and monitor participation in Delegate Assembly, Representative Assembly, Minority/Western Leadership, Summer Leadership, and NCUEA and other training conferences as deemed appropriate to CSEA members.
- o. Attend Board of Education meetings.
- p. Participate on Superintendent's Cabinet when invited.
- q. Participate on Joint Council, CSUU Council, state organizations and commissions through CEA and Superintendent's Cabinet.
- r. Supervise unit evaluations and Association elections.
- s. Assure compliance with CSEA/CEA/NEA Bylaws.
- t. Meet with committee chairs, Grade Division Directors and Region Directors quarterly to enhance communications.
- u. Oversee the administration of Funding Guidelines and approval of expenses submitted.

2. THE VICE-PRESIDENT SHALL:

- a. In case of the death, resignation or removal from office of the President, succeed to the office of President, serving the duration of the term.
- b. Act for the President when the President is unable/unavailable to perform the duties of the office.
- c. Represent the Association at the discretion of the President on official matters.
- d. Serve as liaison to committees, commissions and task forces at the direction of the President.
- e. Participate on Joint Council.

3. THE SECRETARY SHALL:

- a. Be responsible for the recording and distribution of minutes with attendance before the subsequent meeting.
- b. Be responsible for maintaining meeting minutes of the Board of Directors, Association Representative Council, General Membership, and Executive Committee in the Book of Documents.
- c. Be the custodian of the Documents of Authority.

4. THE TREASURER SHALL:

- a. Be responsible for financial records for an annual audit and submit annual recommendations to the Board of Directors for approval.
- b. Review and make available quarterly financial reports to the Association Representative Council and monthly financial reports to the Board of Directors.
- c. Perform financial transactions.

- d. Act as budget manager, monitoring expenditures and line item charges.
- e. Report concerns to the Board of Directors.

J. UNISERV DIRECTOR:

The UniServ Director shall be selected by the CSUU (Colorado Springs UniServ Unit) Board of Directors. The UniServ Director's written contract shall describe and define his/her responsibilities to the UniServ Unit and CSEA.

K. MEETINGS

- 1. REGULAR MEETINGS: The Board of Directors shall meet within one month following August 1 and at least once a month during the school year.
- 2. Fifty percent (50%) plus one Director will constitute a quorum.
- 3. SPECIAL MEETINGS: Special meetings of the Board of Directors may be called by the President or one-half (1/2) of the membership of the Board of Directors. Special meetings must be announced with ten (10) days' notice unless waived by a majority vote of the Board of Directors.

SECTION VII. COMMITTEES AND TASK FORCES

The President shall establish, and chair if necessary, committees and task forces. The committees and/or task forces shall report findings and/or make recommendations to the Board of Directors and Association Representative Council or Executive Committee. The Board of Directors and Association Representative Council will consider for approval the committees' and/or task forces' findings and recommendations.

SECTION VIII. REPRESENTATION AT ASSEMBLIES

- A. Election to all CSEA Board positions that are elected at-large shall automatically constitute election as delegates to the CEA Delegate Assembly.
- B. Delegates to the NEA Representative Assembly shall be selected as follows:
 - 1. Election to the office of President shall automatically constitute election as a delegate to the NEA Representative Assembly.
 - 2. All other delegates will be chosen by a vote of the membership at large.
- C. Upon resignation, recall or action (Section 5, G.3.) of a CSEA Board member, he/she automatically resigns the NEA and CEA Delegate seats held by virtue of his/her CSEA Board position.

SECTION IX. ASSOCIATION AUTONOMY

The Bylaws, rules, regulations, policies, procedures and all other directives and/or positions of any organization which may have any relationship to the Colorado Springs Education Association, in so far as they apply to the Colorado Springs Education Association, its members, commissions, officers and other bodies or representatives, shall be advisory only and shall in no way detract from or diminish the autonomy of the Colorado Springs Education Association.

SECTION X. MEMBERSHIP YEAR

The official membership year shall be September 30 through September 29.

SECTION XI. FISCAL YEAR

The fiscal year of the Association shall be September 1 through August 31.

SECTION XII. AMENDMENTS TO THESE BYLAWS

A. Amendments may be submitted by any member of the Association to the Board of Directors, the Association Representative Council, Executive Committee, or at the Annual Meeting.

B. These bylaws shall be amended by a vote of the majority of those members voting in an election held by the Association Representatives in the buildings.

Proposed amendments will be placed on a ballot for member consideration if:

1. passed by a majority of Association Representative Council voting
or
2. passed by a majority of members voting at the annual meeting
or
3. presented by a petition signed by 50 members of the Association

The Association Representative Council will set the date and time for the election. Material listing the pros and cons of the change will be in the buildings at least one week prior to the election.

C. Unless otherwise provided, all amendments shall take effect at the beginning of the fiscal year following their adoption.